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CHANDIGARH ADMINISTRATION  
(TECHNICAL EDUCATION DEPARTMENT)

## Notification

The 12<sup>th</sup> June, 2024

**No. P-11247-IH(3)-2024/9208.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966 and in supersession of all the Recruitment Rules for the posts of Group Instructors & Instructors, notified by the Chandigarh Administration vide Notification No. 4976-IH(3)-99/17031, dated : 01.09.1999, the Administrator, Union Territory, Chandigarh is pleased to make the following rules, regulating the method of recruitment to the Group 'B' posts (Non-Ministerial) in the Industrial Training Institute, Chandigarh, namely :-

### 1. Short title and commencement: -

(1) These rules may be called the Government Industrial Training Institute for Women, Chandigarh (Group 'B') (Technical) Recruitment Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

### 2. Application:

These rules shall apply to the posts specified in column No.1 of the Schedule (Page No. 01-21) annexed to these rules.

### 3. Number of posts, classification and scale of pay: -

The number of posts, their classification and the scales of pay shall be as specified in columns 2 to 4 of the said Schedule.

Signature Not Verified

Digital Signature by  
Jainendra Kumar  
Date: 2024.06.13  
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Location:

### Method of recruitment, age limit and qualification, etc:-

The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

(1647)

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**5. Disqualification : No person, -**

(a) Who has entered into or contracted a marriage with a person having a spouse living

**OR**

(b) Who, having a spouse living, has entered into or contracted a marriage, with any person, shall be eligible for the appointment to the said posts:

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt, any person from the operation of this rule.

**6. Power to relax : -**

Where the Administrator, Union Territory of Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, New Delhi relax any of the provisions of these rules in respect of any class or category of persons.

**7. Savings : -**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

**ABHIJIT VIJAY CHAUDHARI, IAS,**  
Secretary, Technical Education,  
Chandigarh Administration

## SCHEDULE

<b><u>Government Industrial Training Institute for Women , Chandigarh (Group 'B') (Technical) Recruitment Rules, 2023.</u></b>			
<b>Organization</b> : Govt. Industrial Training Institute for Women , Chandigarh. <b>Ministry</b> : Chandigarh Administration. <b>Department</b> : Technical Education, Union Territory, Chandigarh.			
(1)	1.	<b>Name of the Post</b>	<b>: Group Instructor</b>
	2.	No. of Post	: 04(2024)* Subject to variation dependent on the work load.
	3.	Classification	: General Central Service Non-Ministerial Non Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Selection Post
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government).  <b>6(a) Crucial description:</b> The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
	7.	Educational and other Qualification required for Direct Recruits	<b>: Essential Qualification: -</b> (i) Degree in any branch of Engineering/Technology from a recognized University or Institute with two years post qualification experience in the concerned branch or in a recognized training institute. OR (ii) Diploma in any branch of Engineering/Technology from a recognized University or Institute with three years post qualification experience in the concerned branch or in a recognized training institute. OR (iii) National Trade Certificate (NTC)/National Apprenticeship Certificate(NAC) with National Craft Instructor Certificate (NCIC) under Craft Instructor Training Scheme (CITS) and four years of post-qualification experience in the field or in a recognized training Institute  <i>Note: -Degree or Diploma holders will have to pass National Craft Instructor Certificate (NCIC) under CITS within 3 years of their appointment.</i>

			<b>Desirable:</b> <b>Qualification: -Not Applicable</b> <b>Experience: -Not Applicable</b>  <b>Qualification Standard Note: -</b>  Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. <b>Experience Standard Note: -</b> NA
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in the case of promotees.	: <b>Age: - NA</b> <b>Education Qualification:-NA</b>	
9.	Period of probation, if any	: 02 years <b>Remark:</b> For Direct Recruits <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.	
10.	Method of Recruitment, whether by Direct Recruitment or by Promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method: -</b> <b>75% by Promotion.</b> <b>25% by Direct Recruitment</b>	
11.	In Case of Recruitment by promotion/ deputation/ absorption grades from which promotion / deputation/absorption to be made.	<b>By Promotion : -</b>  (i) 25 percent Quota: From amongst the Instructors with three years service in the grade rendered after appointment there to on regular basis and possessing Degree from a recognized university/institute and National Craft Instructors Certificate.  (ii) 75 percent Quota: From amongst the Instructors considering all i.e. Degree (remaining not covered under 25 percent quota)/ Diploma / National Trade Certificate (NTC)/National Apprenticeship Certificate(NAC) holders with three years service in the grade rendered after appointment there to on regular basis and possessing National Craft Instructors Certificate.  <b>Standard Note:-</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying eligibility service by more than half of such qualifying/eligibility service or two years whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.	



	12.	If a Departmental Promotion Committee exists, what is its composition	<b>: Departmental Promotion Committee :</b> <ol style="list-style-type: none"> <li>1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman).</li> <li>2. Director, Technical Education, Union Territory, Chandigarh (Member).</li> <li>3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)</li> </ol> <b>Departmental Confirmation Committee :</b> <ol style="list-style-type: none"> <li>1. Secretary, Technical Education, Union Territory, Chandigarh (Chairman).</li> <li>2. Director, Technical Education, Union Territory, Chandigarh (Member).</li> <li>3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)</li> </ol>
	13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.
(2)	1.	<b>Name of the Post</b>	<b>: Computer Operator and Programming Assistant (COPA) Instructor</b>
	2.	No. of Post	: 02(2024) * Subject to variation dependent on the work load.
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted, Group – B
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description :</b> The crucial date for determining the age-limit shall be as advertised by the Competent Authority. <b>6 (b) Relaxation description:</b> Not Applicable
	7.	Educational and other Qualification required for Direct Recruits	<b>: <u>Essential Qualification</u> : -</b> <ol style="list-style-type: none"> <li>(i) Degree in B.E./B.Tech in Computer Science/Computer Application/IT from a recognized University/Institute with one-year post qualification experience in the relevant field.</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>(ii) Post Graduate in Computer Science /Computer Application / IT or NIELIT- B Level from a recognized University/Institute with one-year post qualification experience in the relevant field.</li> </ol>

		<p>OR</p> <p>(iii) B.Sc in Computer Science/Computer Application/IT OR PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field</p> <p>OR</p> <p>(iv) 3 years Diploma in Computer Science/Computer Application/ IT from a recognized University/Institute with two years post qualification experience in the relevant field.</p> <p>OR</p> <p>(v) National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Computer Operator and Programming Assistant and National Craft Instructor Certificate (NCIC) in the relevant trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.</p> <p><i>Note:</i> - Degree or Diploma holders will have to pass National Craft Instructor Certificate (NCIC) in the relevant trade under CITS within 3 years of their appointment.</p> <p><b>Desirable :</b>  <b>Qualification: - Not Applicable</b>  <b>Experience: -Not Applicable</b></p> <p><b>Qualification Standard Note : -</b>  Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Experience Standard Note : -</b>  The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age:</b> -NA  <b>Education Qualification :-NA</b></p>
9.	Period of probation, if any	<p>: 02 years  <b>Remark :</b> For Direct Recruits  <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>

	10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method : -</b> <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix ; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
	11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note : -NA</b>
	12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee :</b> Not Applicable <b>Departmental Confirmation Committee :</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
	13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.
(3)	1.	<b>Name of the Post</b>	: <b>Sewing Technology Instructor</b>
	2.	No. of Post	: 04 (2024)* Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non- Gazetted Group – B
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs. 35,400- 1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description :</b> The crucial date for determining the age-limit shall be as advertised by the Competent Authority. <b>6(b) Relaxation description: NA</b>



7.	Educational and other Qualification required for Direct Recruits	<p>: <b>Essential Qualification:</b> -</p> <p>(i) Degree in Fashion Apparel Technology from a recognized University/Institute with one-year post qualification experience in the relevant field.</p> <p>OR</p> <p>(ii) Diploma in Garment Fabrication Technology/ Costume Design and Dress Making from a recognized University/institute with two years post qualification experience in the relevant field.</p> <p>OR</p> <p>(iii) National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Sewing Technology and National Craft Instructor Certificate (NCIC) in the relevant trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.</p> <p><i>Note:</i> -Degree or Diploma holders will have to pass National Craft Instructor Certificate (NCIC) in the relevant trade under CITS within 3 years of their appointment.</p> <p><b>Desirable:</b>  <b>Qualification: -Not Applicable</b>  <b>Experience: -Not Applicable</b></p> <p><b>Qualification Standard Note:</b> -  Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  <b>Experience Standard Note: - Not Applicable</b></p>
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age:</b> - NA  <b>Education Qualification:</b>-NA</p>
9.	Period of probation, if any	<p>: 02 years  <b>Remark:</b> For Direct Recruits  <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>: <b>Method:</b> -  <b>100% by Direct Recruitment</b>  <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government.</p>



			(a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
	11.	In Case of Recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/absorption to be made.	: Not Applicable  <b>Standard Note : - NA</b>
	12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee :</b> Not Applicable  <b>Departmental Confirmation Committee :</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
	13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.
(4)	1.	<b>Name of the Post</b>	: <b>Surface Ornamentation Techniques (Embroidery) Instructor</b>
	2.	No. of Post	: 02(2024)* Subject to variation dependent on the work load  <b>Remark:</b> Out of two Instructors required for the unit of 2 (1 plus 1), one must have Degree/Diploma and other must have NTC/NAC qualifications.
	3.	Classification	: General Central Service Non-Ministerial Non- Gazetted Group – B
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> The crucial date for determining the age-limit shall be as advertised by SSC. <b>6 (b) Relaxation description:</b> Not Applicable
	7.	Educational and other Qualification required for Direct Recruits	: <b>Essential Qualification : -</b>  1. Degree in Fashion Apparel Technology from a recognized University/Institute with one-year post qualification experience in the relevant field.

		<p>OR</p> <p>2. Diploma in Dress Making /Garment Fabrication Technology/ Costume Design from a recognized University/institute with two years post qualification experience in the relevant field.</p> <p>OR</p> <p>3. National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Surface Ornamentation Techniques (Embroidery) and National Craft Instructor Certificate (NCIC) in Surface Ornamentation Techniques (Embroidery) trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.</p> <p><i>Note:</i> - Degree or Diploma holders will have to pass National Craft Instructor Certificate (NCIC) in the relevant trade under CITS within 3 years of their appointment.</p> <p><b>Desirable : -</b>  <b>Qualification : -Not Applicable</b>  <b>Experience : -Not Applicable</b></p> <p><b>Qualification Standard Note: -</b>  Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Experience Standard Note: -</b>  The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age:</b> - NA  <b>Education Qualification:</b>-NA</p>
9.	Period of probation, if any	<p>: 02 years  <b>Remark:</b> For Direct Recruits  <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>

	10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method: -</b> <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With five years regular service in the grade in Level-6 in the Pay Matrix and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
	11.	In Case of Recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/absorption to be made.	: Not Applicable  <b>Standard Note: - NA</b>
	12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable  <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
	13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.
(5)	1.	<b>Name of the Post</b>	: <b>Dress Making Instructor.</b>
	2.	No. of Post	: 02 (2024)* Subject to variation dependent on the work load.
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> The crucial date for determining the age-limit shall be as advertised by the Competent Authority. <b>6 (b) Relaxation description:</b> Not Applicable



7.	Educational and other Qualification required for Direct Recruits	<p><b>: <u>Essential Qualification</u> : -</b></p> <ol style="list-style-type: none"> <li>1. Degree in Fashion Apparel Technology from a recognized University/Institute with one-year post qualification experience in the relevant field. OR</li> <li>2. Diploma in Dress Making/ Garment Fabrication Technology/ Costume Design from a recognized University/institute with two years post qualification experience in the relevant field. OR</li> <li>3. National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Dress Making and National Craft Instructor Certificate (NCIC) in the relevant trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.</li> </ol> <p><i>Note:</i> - Degree or Diploma holders will have to pass National Craft Instructor Certificate (NCIC) under CITS within 3 years of their appointment.</p> <p><b>Desirable:</b> <b>Qualification: -Not Applicable</b> <b>Experience: -Not Applicable</b></p> <p><b>Qualification Standard Note: -</b> Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. <b>Experience Standard Note: - Not Applicable</b></p>
8.	Whether age and educational qualification prescribed for Direct Recruitment will apply in the case of promotees	<p><b>: Age: - NA</b> <b>Education Qualification:-NA</b></p>
9.	Period of probation, if any	<p><b>: 02 years</b> <b>Remark:</b> For Direct Recruits <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p><b>: Method: -</b></p> <p><b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled</p>



		on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix or equivalent; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
11.	In Case of Recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/absorption to be made.	: Not Applicable  <b>Standard Note: - NA</b>
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable  <b>Departmental Confirmation Committee:</b> <ol style="list-style-type: none"> <li>1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman).</li> <li>2. Director, Technical Education, Union Territory, Chandigarh (Member).</li> <li>3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.

(6)	1.	Name of the Post	: <b>Computer Instructor.</b>
	2.	No. of Post	: 01(2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable.
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years. The crucial date for determining the age –limit shall be as advertised by the competent authority. <b>6(a) Crucial description: Not Applicable</b> <b>6(b) Relaxation description</b> Relaxable for Govt. Servant up to 5 years in accordance with the instructions or orders issued by the Central Govt.
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b> (i) B.E. / B. Tech in Computer Science / IT from a recognized University/Institute with one-year post qualification experience in the relevant field. OR (ii) B. Sc in Computer Science / IT from a recognized University/ Institute with two-year experience in the relevant field. OR (iii) Diploma in Computer Science / IT from a recognized University/ Institute with two years post qualification experience in the relevant field. OR (iv) National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the relevant Trade and National Craft Instructor Certificate (NCIC) in the Computer Operator and Programming Assistant (COPA) field under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field. <i>Note: - Degree or Diploma holders will have to pass National Craft Instructor Certificate (NCIC) in the relevant field under CITS within 3 years of their appointment.</i> <b>Desirable: -</b> <b>Qualification: Not Applicable</b> <b>Experience: Not Applicable</b>  <b>Qualification Standard Note: -</b> Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. <b>Experience Standard Note: -</b> The qualification(s) regarding experience is/are relaxable at the

		discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	: <b>Age:</b> -NA <b>Education Qualification:</b> -NA
9.	Period of probation, if any	: 02 years <b>Remark:</b> For Direct Recruits <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	: <b>Method:</b> - <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix or equivalent; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note:</b> -NA
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.

(7)	1.	<b>Name of the Post</b>	<b>: Employability Skills Instructor.</b>
	2.	No. of Post	: 01(2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable.
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government).  <b>6(a) Crucial description:</b> The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
	7.	Educational and other Qualification required for Direct Recruits	<b>: <u>Essential Qualification: -</u></b> <ul style="list-style-type: none"> <li>(i) Degree or Diploma in any discipline from a recognized University/Institute with two-year experience in the relevant field or in a recognized training institute with short term Training of Trainers (ToT) course in Employability Skills OR</li> <li>(ii) Existing Social Studies Instructors in ITIs with short term Training of Trainer (ToT) course in Employability Skills from DGT institutes.</li> </ul> <b>Desirable: -</b>  <b>Qualification: Not Applicable</b> <b>Experience: Not Applicable</b>  <b>Qualification Standard Note: -</b>  Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  <b>Experience Standard Note: -</b> The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.



8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	: <b>Age: -NA</b> <b>Education Qualification:-NA</b>
9.	Period of probation, if any	: 02 years <b>Remark:</b> For Direct Recruits <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method: -</b> <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix or equivalent; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note: -NA</b>
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.

(8)	1.	Name of the Post	: <b>Stenographer and Secretarial Assistant (English) Instructor.</b>
	2.	No. of Post	: 02(2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years. The crucial date for determining the age –limit shall be as advertised by the competent authority. <b>6(a) Crucial description: NA</b> <b>6 (b) Relaxation description:</b> Relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b>  (a) (i) Bachelor Degree with Short-hand and Typing as a subject or bachelor degree in Office Management and Secretarial Practice or in Secretarial Practice or in Commercial Practice from a recognized university or institute with one year experience in the relevant field; OR (ii) Diploma of minimum two years duration in Commercial Practice from a recognized university or institute with two years experience in the relevant field. OR (iii) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in Stenographer Secretarial Assistant (English) trade and National Craft Instructor Training Certificate in the relevant trade with three years experience in the relevant field.  (b) Skill Test Norms:  Dictation: 10 minutes at the rate of 100 words per minute in English. Transcription on Computer: 40 minutes.  <i>Note-I: - Degree or Diploma holders will have to pass National Craft Instructor Certificate(NCIC) in the relevant trade under CITS within 3 years of their appointment</i>  <b>Desirable: -</b> <b>Qualification:</b> Not Applicable <b>Experience:</b> Not Applicable  <b>Qualification Standard Note: -</b> Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

		<p><b>Experience Standard Note: -</b></p> <p>The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age: -NA</b></p> <p><b>Education Qualification:-NA</b></p>
9.	Period of probation, if any	<p>: 02 years</p> <p><b>Remark:</b> For Direct Recruits</p> <p><b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>: <b>Method: -</b></p> <p><b>100% by Direct Recruitment</b></p> <p><b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.</p>
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	<p>: Not Applicable</p> <p><b>Standard Note: -NA</b></p>
12.	If a Departmental Promotion Committee exists, what is its composition	<p>: <b>Departmental Promotion Committee :</b></p> <p>Not Applicable</p> <p><b>Departmental Confirmation Committee:</b></p> <ol style="list-style-type: none"> <li>1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman).</li> <li>2. Director, Technical Education, Union Territory, Chandigarh (Member).</li> <li>3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	<p>: Consultation with UPSC is not necessary.</p>



(9)	1.	Name of the Post	: <b>Stenographer and Secretarial Assistant (Hindi) Instructor</b>
	2.	No. of Post	: 02(2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> NA
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b>  (i) Bachelor Degree with Short-hand and Typing as a subject or bachelor degree in Office Management and Secretarial Practice or in Secretarial Practice or in Commercial Practice from a recognized university or institute with one year experience in the relevant field;  OR  (ii) Diploma of minimum two years duration in Commercial Practice from a recognized university or institute with two years experience in the relevant field.  OR  (iii) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in Stenographer Secretarial Assistant (Hindi) trade and National Craft Instructor Training Certificate in the relevant trade with three years experience in the relevant field.  (b) Skill Test Norms:  Dictation: 10 minutes at the rate of 100 words per minute in Hindi. Transcription on Computer:55 minutes.  <i>Note-I:-</i> Degree or Diploma holders will have to pass National Craft Instructor Certificate(NCIC) in the relevant trade under CITS within 3 years of their appointment.  <b>Desirable: -</b> <b>Qualification:</b> Not Applicable <b>Experience:</b> Not Applicable



		<p><b>Qualification Standard Note:</b> - Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Experience Standard Note:</b> -Not Applicable</p>
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age:</b> -NA</p> <p><b>Education Qualification:</b>-NA</p>
9.	Period of probation, if any	<p>: 02 years</p> <p><b>Remark:</b> For Direct Recruits</p> <p><b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>: <b>Method:</b> -</p> <p><b>100% by Direct Recruitment</b></p> <p><b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix or equivalent; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.</p>
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	<p>: Not Applicable</p> <p><b>Standard Note:</b> -NA</p>
12.	If a Departmental Promotion Committee exists, what is its composition	<p>: <b>Departmental Promotion Committee:</b> Not Applicable</p> <p><b>Departmental Confirmation Committee:</b></p> <ol style="list-style-type: none"> <li>1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman).</li> <li>2. Director, Technical Education, Union Territory, Chandigarh (Member).</li> <li>3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	<p>: Consultation with UPSC is not necessary.</p>

(10)	1.	Name of the Post	: Stenographer and Secretarial Assistant (Punjabi) Instructor
	2.	No. of Post	: 01(2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> The crucial date for determining the age limit shall be as advertised by the SSC.
	7.	Educational and other Qualification required for Direct Recruits	: <b>Essential Qualification: -</b> (i) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in Stenography Punjabi trade and National Craft Instructor Training Certificate in the Stenography trade with three years experience in the relevant field.  (ii) Skill Test Norms: Dictation: 10 minutes at the rate of 100 words per minute in Punjabi. Transcription on Computer:40 minutes. (iii) Must have passed Punjabi Subject at matriculation level or above.  <b>Experience:</b> 3 years post qualification experience in the relevant field.  <b>Desirable: -</b> <b>Qualification:</b> Not Applicable <b>Experience:</b> Not Applicable  <b>Qualification Standard Note: -</b> Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  <b>Experience Standard Note: -</b> The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that

		sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	: <b>Age:</b> -NA <b>Education Qualification:</b> -NA
9.	Period of probation, if any	: 02 years <b>Remark:</b> For Direct Recruits <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method:</b> - <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note:</b> -NA
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.

(11)	1.	Name of the Post	: <b>Basic Cosmetology Instructor</b>
	2.	No. of Post	: 02 (2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government).  <b>6(a) Crucial description:</b>  The crucial date for determining the age limit shall be as advertised by the competent authority. <b>6 (b) Relaxation description:</b> NA .
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b>  (i) Degree in Cosmetology from a recognized university/ institute with one year post qualification experience in the relevant field;  OR  (iv) Diploma in Beauty Culture/ Cosmetology from a recognized university /institute with two years post qualification experience in the relevant field.  OR  (v) National Trade Certificate (NTC) /National Apprenticeship Certificate (NAC) in the trade of Hair and Skin trade/ Cosmetology and National Craft Instructor Training Certificate(NCIC) in the relevant trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.  <i>Note-1:-</i> Degree or Diploma holders will have to pass National Craft Instructor Certificate(NCIC) in the relevant trade under CITS within 3 years of their appointment.  <b>Desirable: -</b>  <b>Qualification:</b> Not Applicable  <b>Experience:</b> Not Applicable



		<p><b>Qualification Standard Note:</b> - Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Experience Standard Note:</b> -Not Applicable</p>
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age:</b> -NA</p> <p><b>Education Qualification:</b> -NA</p>
9.	Period of probation, if any	<p>: 02 years</p> <p><b>Remark:</b> For Direct Recruits</p> <p><b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>: <b>Method:</b> -</p> <p><b>100% by Direct Recruitment</b></p> <p><b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in posts in Level-5 of the Pay Matrix; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.</p>
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	<p>: Not Applicable</p> <p><b>Standard Note:</b> -NA</p>
12.	If a Departmental Promotion Committee exists, what is its composition	<p>: <b>Departmental Promotion Committee:</b> Not Applicable</p> <p><b>Departmental Confirmation Committee:</b></p> <ol style="list-style-type: none"> <li>1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman).</li> <li>2. Director, Technical Education, Union Territory, Chandigarh (Member).</li> <li>3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	<p>: Consultation with UPSC is not necessary.</p>

(12)	1.	<b>Name of the Post</b>	<b>: Finance Executive Instructor</b>
	2.	No. of Post	: 02 (2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> The crucial date for determining the age limit shall be as advertised by the competent authority. <b>6 (b) Relaxation description:</b> NA .
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b> (i) Degree in Commerce or Degree with finance as one of the subject from a recognized university/ institute with one year post qualification experience in the relevant field;  OR (vi) Diploma In Banking/ Finance/ Financial accounting/ Advance Accounting from a recognized university/institute with two years post qualification experience in the relevant field.  OR (vii) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in the trade of Finance Executive and National Craft Instructor Training Certificate(NCIC) in the relevant trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.  <i>Note-1:-</i> Degree or Diploma holders will have to pass National Craft Instructor Certificate(NCIC) in the relevant trade under CITS within 3 years of their appointment.  <b>Desirable:</b> -  <b>Qualification:</b> Not Applicable <b>Experience:</b> Not Applicable  <b>Qualification Standard Note: -</b> Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons

		to be recorded in writing, in the case of candidates otherwise well qualified.  <b>Experience Standard Note:</b> - The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	: <b>Age:</b> -NA <b>Education Qualification:</b> -NA
9.	Period of probation, if any	: 02 years <b>Remark:</b> For Direct Recruits <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method:</b> - <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in the grade in Level-5 in the Pay Matrix or equivalent; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note:</b> -NA
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.



(13)	1.	<b>Name of the Post</b>	<b>: Human Resource Executive Instructor</b>
	2.	No. of Post	: 02 (2024) * Subject to variation dependent on the work load
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> The crucial date for determining the age limit shall be as advertised by the competent authority. <b>6 (b) Relaxation description:</b> NA .
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b> (i) Degree in Human Resource Management from a recognized university or institute with one year post qualification experience in the relevant field; OR (viii) Diploma in Human Resource Management from a recognized university or institute with two years post qualification experience in the relevant field. OR (ix) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in the trade of Human Resource Executive and National Craft Instructor Training Certificate(NCIC) in the Human Resource Executive trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.  <i>Note-1:-</i> Degree or Diploma holders will have to pass National Craft Instructor Certificate(NCIC) in the relevant trade under CITS within 3 years of their appointment.  <b>Desirable: -</b> <b>Qualification:</b> Not Applicable <b>Experience:</b> Not Applicable  <b>Qualification Standard Note: -</b> Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  <b>Experience Standard Note: -</b> NA

8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	: <b>Age:</b> -NA <b>Education Qualification:</b> -NA
9.	Period of probation, if any	: 02 years <b>Remark:</b> For Direct Recruits  <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	: <b>Method:</b> -  <b>100% by Direct Recruitment</b> <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in posts in Level-5 of the Pay Matrix ; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note:</b> -NA
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable  <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.

(14)	1.	<b>Name of the Post</b>	<b>: Marketing Executive Instructor</b>
	2.	No. of Post	: 02 (2024) * Subject to variation dependent on the work load  <b>Remarks:</b> Out of two Instructors required for the unit of 2 (1 plus 1) , 1 must have degree/diploma and other must have NTC/NAC qualification.
	3.	Classification	: General Central Service Non-Ministerial Non-Gazetted Group – B.
	4.	Pay Level in the Pay Matrix	: Level-6 (Rs.35,400-1,12,400) in the Pay Matrix.
	5.	Whether Selection Post or Non-Selection Post	: Not Applicable
	6.	Age Limit for Direct Recruits	: Not exceeding 30 Years (relaxable for Govt. Servants upto 5 Years in accordance with instructions or orders issue by Central Government). <b>6(a) Crucial description:</b> The crucial date for determining the age limit shall be as advertised by the competent authority.
	7.	Educational and other Qualification required for Direct Recruits	: <b><u>Essential Qualification: -</u></b>  (i) Degree in Management from a recognized university/ institute with one year post qualification experience in the relevant field;  OR  (x) Diploma in marketing from a recognized university /institute with two years post qualification experience in the relevant field.  OR  (xi) National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in the trade of Marketing Executive and National Craft Instructor Training Certificate(NCIC) in the Marketing Executive trade under Craft Instructor Training Scheme (CITS) with three years post qualification experience in the relevant field.  Note-1:- Degree or Diploma holders will have to pass National Craft Instructor Certificate(NCIC) in the relevant trade under CITS within 3 years of their appointment.  <b>Desirable: -</b> <b>Qualification:</b> Not Applicable <b>Experience:</b> Not Applicable



		<p><b>Qualification Standard Note:</b> - Qualifications are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Experience Standard Note:</b> - The qualification(s) regarding experience is/are relaxable at the discretion of the S.S.C./Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the S.S.C./Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	<p>: <b>Age:</b> -NA  <b>Education Qualification:</b>-NA</p>
9.	Period of probation, if any	<p>: 02 years  <b>Remark:</b> For Direct Recruits  <b>Note:</b> The direct recruits have to complete, during his/her period of probation, a mandatory training in Information Communications Technology (ICT) Skills, as per instructions issued by Chandigarh Administration from time to time.</p>
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>: <b>Method:</b> -  <b>100% by Direct Recruitment</b>  <b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government. (a) (i) holding analogous posts on regular basis; or (ii) With six years regular service in posts in Level-5 of the Pay Matrix ; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.</p>

11.	In Case of Recruitment by promotion/ deputation/ abs grades from which prom/dep./abs to be made.	: Not Applicable <b>Standard Note: -NA</b>
12.	If a Departmental Promotion Committee exists, what is its composition	: <b>Departmental Promotion Committee:</b> Not Applicable <b>Departmental Confirmation Committee:</b> 1. Principal Secretary/Secretary, Technical Education, Union Territory, Chandigarh (Chairman). 2. Director, Technical Education, Union Territory, Chandigarh (Member). 3. Principal, Govt. Industrial Training Institute for Women, U.T., Chandigarh (Member)
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Consultation with UPSC is not necessary.

**CHANGE OF NAME**

I, Pinky Devi, W/o Suresh Kumar, R/o # 1871, Sector 52, Chandigarh, have changed my name from Pinky Devi to Pinki.

[800-1]

I, Rinku, W/o Gulshan Babbar, R/o House No. 3389, Sector 23-D, Chandigarh, have changed my name from Rinku to Rinku Babbar.

[801-1]

I, Sunita Devi, W/o Jamuna, # 2176/3, ARHCS, Maloya, Chandigarh, have changed my name to Sarita Devi.

[802-1]

I, Gulshan Kumar, S/o Rachna Ram, R/o House No. 6745, Sector 56, Chandigarh, have changed my name from Gulshan Kumar to Gulshan Gagat.

[803-1]

I, Vishakha Pandey, W/o Gulshan Gagat, R/o House No. 6745, Sector 56, Chandigarh, have changed my name from Vishakha Pandey to Vishakha Gagat.

[804-1]

I, Preeta, W/o Ishwar Singh, R/o House No. 6745, Sector 56, Chandigarh, have changed my name from Preeta to Preeto Devi.

[805-1]

I, Shaveta Gupta, W/o Sandip Kumar Gupta, R/o 140, Sector 44-A, Chandigarh, have changed my name from Shaveta to Shaveta Gupta.

[806-1]

We, Sanket Dhingra, S/o Sawtanter Dhingra & Pooja Gupta, D/o Rakesh Gupta, R/o # 3593, Sector 23-D, Chandigarh, have changed our minor son name from Nirvair Vir Ahuja S/o Vidur Ahuja to Nirvair Dhingra S/o Sanket Dhingra. Concerned note.

[807-1]

I, Daljit Kaur, W/o Harminder Jit Singh Parmar, R/o # 1232, Sector 33-C, Chandigarh, have changed my name from Daljit Kaur to Kiranbir Kaur Parmar.

[808-1]

I, Paramjeet Kaur, W/o Surjit Singh, R/o House No. 578, Sector 40-A, Chandigarh, have changed my name to Satwant Kaur.

[809-1]

I, Shashi, W/o Mohinder Paul, R/o House No. 102, Shivalik Enclave Manimajra, Chandigarh, have changed my name from Shashi *alias* Shashi Sharma to Shashi Goswami.

[810-1]

I, Ruby Banger, W/o Kuldip Kumar Kaler, R/o # 340, Sector 15-A, Chandigarh-160015 have changed my name to Ruby Kaler.

[811-1]

I, Suraj Paswan, S/o Hans Lal Paswan, # 1466, Gobindpura, Manimajra, Chandigarh, have changed my name to Saroj Paswan.

[812-1]

I, Sumani, W/o Niranjana Kumar # SCF 2, Sector 20-C, Chandigarh, have changed my name to Suman Devi.

[813-1]



I, Sita Basneth, W/o Kamal Roka, R/o 1110, Sector 8-C, Chandigarh, have changed my name to Sita Mata Wala Roka .

[814-1]

मैं, गुड्डि, पत्नी मक्खन सिंह, निवासी # 434/2, सैक्टर 41-A, चण्डीगढ़, मैंने अपना नाम गुड्डि से बदलकर गुड्डि देवी रख लिया है।

[815-1]

I, Nitika, W/o Nikhil Sharma, R/o House No. 3367, Sector 46-C, Chandigarh, have changed my name from Nitika to Nitika Sharma.

[816-1]

I, Swati Sharma, D/o Suresh Sharma, W/o Rajeev Sapra # 1790, Arora Mohala, Old Kila, Manimajra, Chandigarh, have changed my name to Swati Sapra.

[817-1]

I, Meenu, W/o Pankaj Kumar Chawla, # 1227, Sector 50-B, Chandigarh, have changed my name to Meenu Chawla.

[818-1]

I, Rishi Aggarwal, S/o Rajinder Aggarwal, R/o H.No. 111, Sector 9, Chandigarh, have changed my minor son's name from Anvik Mann to Anvik Mann Aggarwal.

[819-1]

I, Rishi Aggarwal, S/o Rajinder Aggarwal, R/o H.No. 111, Sector 9, Chandigarh, have changed my minor son's name from Anav Mann to Anav Mann Aggarwal.

[820-1]

I, Pankaj Kumar Chawla, S/o Harbans Lal Chawla, # 1227, Sector 50-B, Chandigarh, have changed the name of my minor daughter from Swastika to Swastika Chawla.

[821-1]

I, Pankaj Kumar, S/o Harbans Lal Chawla, # 1227, Sector 50-B, Chandigarh, have changed my name to Pankaj Kumar Chawla.

[822-1]

I, Ashwani Kumar, S/o Shri Satish Kumar, R/o Flat No. 3164, Pink Rose Enclave, Sector 49-D, Chandigarh, have changed my minor daughter name from Ridhima to Ridhii Agarwaal.

[823-1]

I, Pankaj Kumar Chawla, S/o Harbans Lal Chawla, # 1227, Sector 50-B, Chandigarh, have changed the name of my minor daughter from Bhavini to Bhavini Chawla.

[824-1]

I, Rehman, S/o Roshan Lal, R/o # 35, Behlana, Chandigarh, have changed my name Rehman to Rehman Khan.

[825-1]

I, Anu Adhikari, W/o Bet Prasad Adhikari, # 151, Kaimbwala, Chandigarh, have changed my name to Anita Adhikari.

[826-1]

I, Tara Chand, S/o Banarsi Dass, R/o 1444, Hallomajra, Deep Complex Chandigarh, 160002 have changed my name from Tara Chand to Anil Kumar. All concerned please note.

[827-1]

I, Ali Raja, S/o Abdul Gani, # 829, Phase-2, Ramdarbar, Chandigarh, have changed the name of my minor daughter from Ariba to Ariba Ali.

[828-1]

I, Yogesh Khurana, S/o Jagan Nath Khurana, R/o H.No. 3121/A, Sector 47-D, Chandigarh, have changed my minor daughter's name Gauri Khurana to Gurnoor Khurana.

[829-1]

I, Kamaljeet Kaur, W/o Sh. Manpreet Singh Baghi, R/o House No. 1925, Sector 34/D, Chandigarh, have changed my name from Kamaljeet Kaur to Kamaljeet Kaur Baghi.

[830-1]

I, Alveena Bhatti, W/o Roshan Masih, R/o # 1188, Sector 37, Chandigarh 160036 (Pan Card No. ABDPB3199B) have changed my name from Alveena Bhatti to Alveena Masih.

[831-1]

I, Punam, W/o Vijay, # 563, Dadu Majra Colony, Chandigarh is hereby declare that my father's name in my PAN card wrongly mention as Vijay but correct name of my father is Girdhari Lal.

[832-1]

I, Ali Raja, S/o Abdul Gani, # 829, Phase-2 Ramdarbar, Chandigarh, have changed the name of my minor daughter from Sabra Ali to Shabra Ali.

[833-1]

I, Shamiksha Yadav, D/o Bhola Prasad, R/o H.No. 418/2, Sector 41-A, Chandigarh, have changed my name to Samiksha Yadav.

[834-1]

I, Vishnu Budha Thoki, S/o Gangdhar Budha Thoki, R/o 1270, Sector 45, Burail, Chandigarh changed my name Bishnu Budhathoki.

[835-1]

I, Karan Yuvraj, S/o Ved Bhushan Mahajan, # 799, Jatta Wala Mohlla, Manimajra, Chandigarh, have changed my name to Karan Mahajan.

[836-1]

I, Vijay Pal Singh, S/o Rameshwer Singh, R/o H.No. 4, Phase 2, Ramdarbar, Chandigarh, have change my name to Vigyananand Saraswati.

[837-1]

I, Imran, S/o Rafik Ahamad, # 1017/2, Sector 45, Chandigarh, have changed my name to Imran Ansari.

[838-1]

I, Jaspal, S/o Sh. Ram Saroop, R/o # House No. 240, Village-Kaimbwala, Chandigarh. That I have changed my name from Jaspal to Jaspal Singh.

[839-1]

I, Manoj, S/o Shyam Ji, R/o # 1149-A, Small Flats, Dhanas, Chandigarh, my father's wrong name is registered as Ram Sidh Yadav on my PAN Card number GEIPM1119C, whereas my father's correct name is Shyam Ji.

[840-1]

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